

## Humanities and Social Sciences Division ♦ Minutes

April 3, 2014

Present: Kristina Allende, Stacy Bacigalupi, Glenda Bro, Teresa DeLaby, Mike Dowdle, Marlene Gallarde, Solene Halabi, Hal Hoffman, Jim Jenkins, Elizabeth Lobb, Bob Stuard, Jeanne Marie Velickovic, John Vitullo

Item	Comments/Discussion/Outcome
Minutes	Minutes for March were approved as submitted
Announcements	<p>Title V Soft Links: Although the grant spells out specific links with critical courses that are the General Education foundation of most of our degrees (ENGL, HIST, POLI, PSYC 1A, and SPCH), Jim told the Chairs that probably just about any soft link would be approved at this particular point in time as most of the first year money remains unspent and will be rolled into Year 2.</p> <ul style="list-style-type: none"><li>• Specified activities in the grant are meant to be exemplary rather than restrictive</li><li>• Identify the objectives from the grant that will be fulfilled</li><li>• Cohorts can be for a single term or connect between terms</li><li>• Contact Lisa Rodriguez at ext. 4177</li><li>• Complete online proposal form</li><li>• Stipends will probably be in the range of \$500 to \$1,000</li><li>• There is also money available for tutors in the classroom</li></ul> <p>New H.8 Adjunct Summary Forms: The adjunct evaluation process now requires the Division Administrator to sign the H.8 Adjunct Summary form before it goes to the faculty member. Jim said that the spirit behind the change is to help strengthen the rigor of the evaluation process and to support the Chairs in giving the appropriate rating, especially if that rating is a 3 or 4. There was discussion of the logistics of this procedural change and concerns expressed about the turn-around time. Jim and Jeanne Marie assured the Chairs that they would return the forms promptly and even go to the department to sign. Jim said that he and Jeanne Marie would be available to discuss any troublesome evaluations, and even sit in on or lead the meeting with the faculty member, if asked. There was a discussion of reasons for a rating of 4 including classroom issues, student evaluation issues, not covering required course material, and paperwork issues. All but paperwork issues would likely result in the adjunct not being offered future classes.</p> <p>Adjunct Student Evaluations: The discussion of the new H.8 form led to a discussion of the student evaluation process and summary submittal time frame. Kristina gives her faculty with rehire rights one week to submit the summaries after their 10<sup>th</sup> week deadline to conduct the evaluations, and failure to do so results in a rating of 4 and loss of rehire rights (with the opportunity to earn them back). Stacy said she has allowed two weeks. Setting a strict deadline will be even more critical with the new H.8 process.</p>

	<p>Student Evaluation Summaries: The discussion of adjunct student evaluations led to a discussion of what a good student evaluation summary would include:</p> <ul style="list-style-type: none"> <li>• Full tallies (either hand done or IT printouts)</li> <li>• Identification of trends (areas <math>\geq 70\%</math> vs. <math>&lt; 70\%</math> for AB and CD responses)</li> <li>• Sampling of student responses to questions A, B, and C that connect to the identified trends</li> </ul>
Updates	<p>Growth: The base for growth has not yet been determined, but will hopefully be nailed down within the next week or two. We are probably looking at about 5%. This is not funded growth, which will be about 1.8%. We are probably looking at spreading the same amount of growth we added to Summer divided over the Fall, Winter and Spring terms. By almost doubling Summer, we are trying to capture as much FTES as possible early in the year and not chasing it at the end of the year. Likewise, growth to Fall will probably be a little heavier than to Winter and Spring.</p>
PIE	<p>The Chairs were provided with the link to the new PIE forms. Jim told the Chairs that he and Jeanne Marie would be taking the division PIE template and condensing it down to the themes and sub-headings that were created last year from the information contained in the department PIE documents. Hopefully, the Chairs will find it to be a useful tool in organizing their data in PIE. Of course, they can always add to it and it's not meant to be restrictive in any way.</p> <p>Jim mentioned that there is a recommendation coming out of IEC to change the PIE deadline to the end of Fall instead of the end of Spring.</p> <ul style="list-style-type: none"> <li>• Would better align with the budget augmentation process</li> <li>• Would allow data to be pulled from an entire school year (Summer to Fall)</li> <li>• Would help to better balance the Department Chair workload</li> </ul>

Respectfully Submitted,

Teresa DeLaby  
Administrative Secretary